Approved For Release 2004/07/12 (CA) PRET 8-03568A000900130032-3

AUG 9 1954

MEMORANDUM FOR: Chief, Management Staff

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SUBJECT:

Transfer of Position, Contact Division, Office of Operations.

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l. Attached as Tab A is a request from the Deputy Assistant Director for Operations dated 26 July 1954, bearing the concurrence of the Assistant to the DD/I (Admin), for the transfer of one position between the content Division, 00. Specifically, it is requested that the T/O of the Contact Division, 00. Specifically, it is requested that the T/O of the Contact Division, and that this increase by one GS-5 Secretary (Stenography) position; and that this increase be accomplished by the transfer and reclassification of Position No. K 231, Telegraphic-Typewriter Operator, GS 4, from the T/O of the Contact Division, 1954,

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2. This request is based in the need for the Office to provide secretarial assistance to the who has no secretary.

- 3. Approval of this request would entail no increase in the budget or personnel ceiling of the Contact Division. No significant functional changes are involved.
- 4. The concurrence of the Deputy Assistant Director for Personnel is attached as Tab B.

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5. It is recommended that you approve the deletion of Position K 231, Telegraphic-Typewriter Operator, GS 4, from the T/O of the Office, and the addition of one GS 5 Secretary (Stenography) position to the T/O of the Office, Contact Division, OO.

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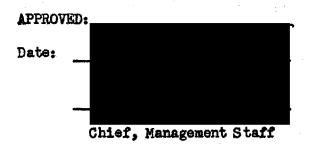
Asst. Management Officer, DD/I Area

ATTACHMENTS:

Tab A - Proposal

Tab B - Concurrence of DAD/P

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